

~~CONFIDENTIAL~~~~S-E-C-R-E-T~~

12 December 1956

MEMORANDUM FOR: Staff and School Chiefs, OTR
 Branch Chiefs and Chief Instructors, OTR

FROM : Chief, Plans and Policy Staff

SUBJECT : Materials for Inclusion in Monthly OTR Bulletin:
 Course Schedules

REFERENCE : Memo to Chiefs of Schools and Staffs from Chief,
 PPS/TR, subject: Materials for Inclusion in Monthly
OTR Bulletin - Course Schedules

1. At the DTR staff meeting on Friday, 7 December 1956, it was concluded that intra-Agency distribution of course schedules would cease. Course schedules now will be distributed exclusively within OTR. Reproduction may be done by the originator, or will be accomplished by the Supply and Services Section/Administrative Branch/TR at the originator's request. Distribution to students will be done by the originator; routine or special distribution to other OTR Schools or Staffs will be accomplished by Supply and Services Section [redacted]

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2. In any instance, such as introduction of a new course, in which an originator of a course schedule desires distribution outside OTR; i.e., to Training Officers of DD/I, DD/S, or DD/P and to the supervisors thereof who are responsible for placement of Agency personnel in courses of training, the originator will prepare the material in final, typewritten OTR Bulletin format, suitable for photo-offset reproduction, and forward it to the Chief, Plans and Policy Staff, attention: Editor, OTR Bulletin, Room 1-B, [redacted] on or about the 15th of the month preceding the Bulletin issue date. The cover sheet will bear the notation: "General edition" or [redacted] - DD/P personnel only," and will state the reason(s) why intra-Agency distribution is requested.

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3. Inquiries concerning format, etc., or emergency distribution of material via the OTR Special Bulletin, may be directed to the Editor, [redacted]

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FOR THE DIRECTOR OF TRAINING

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Class. CHANGED TO: TS S (C)

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Auth: DDA REG. 7

Date: 100378